



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Chief, Outreach and Policy
JOB ANNOUNCEMENT NUMBER	HW666
SALARY RANGE	\$120,749 - \$167,000 annually
OPEN PERIOD	
POSITION INFORMATION	Permanent-Internal or Rotational
DUTY LOCATION	
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	No
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

ORGANIZATIONAL MISSION:

***Permanent-Internal positions are only open to current permanent ODNI employees - Staff Reserve employees are not eligible to apply. ***

***This announcement is currently advertised as a SNIS appointment. Area of consideration is rotation and lateral reassignment of current ODNI SNIS employees.

*** GS-15s may not apply for this SNIS position. ***

Component Mission:

The Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital (HC) programs, processes, and policies. The CHCO has established the Strategic Human Capital (HC) Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

Group/Branch Information:

The Office of the Assistant Director of National Intelligence for Human Capital and Chief Human Capital Officer (CHCO) is responsible for the overall strategic management of the Intelligence Community's (IC) workforce, comprised of civilian, military, and contractor personnel. The office develops Human Capital (HC) policies and programs to include workforce planning, recruitment and career development, diversity strategy programs, pay and benefits, leadership training and development, performance management and recognition, work/life programs and Human Resources (HR) information requirements.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

The Chief Human Capital Office supports the establishment of human resources management policies and programs across the Intelligence Community (IC) to facilitate the three goals of the IC Strategic Human Capital Plan: (1) build an agile, all-source workforce; (2) win the war for talent by attracting and retaining the best and brightest candidates, recognizing and rewarding expertise, performance, and integrity, maintaining a highly competitive system of employee benefits; and (3) strengthen the IC by creating a culture of personal, professional, technical, and managerial leadership.

Major Duties and Responsibilities:

Oversee and manage the day-to-day responsibilities of the Outreach and Policy Program Office, and support the ADNI for HC and Deputy ADNI for HC in policy, programmatic, and budgetary decisions.

Lead, manage and direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.

Lead, manage and oversee IC human capital policies and programs that enable and enhance collaboration, integration, and operational capability in consultation with and under the supervision of the ADNI HC and Deputy ADNI HC.

Serve as the ADNI HC's senior technical expert on federal human capital laws, regulations, rules, and policies, and advise ADNI HC, ODNI and IC senior leadership as appropriate.

Lead and manage the development and coordination of IC human capital policy; e.g., IC Directives (ICD), ICD Implementing Guidance, and human capital related legislation, in partnership with ADNI/Policy & Strategy, ODNI Office of Legislative Affairs and the US Office of Personnel Management (OPM). Facilitate policy development, coordination, and/or implementation throughout the IC.

Lead and manage ADNI HC's responses to congressional inquiries, draft and proposed legislation or federal regulations, and Legislative Referral Memoranda to ensure that human capital related laws, rules, and policies foster accomplishment of the IC's mission, goals and objectives.

Coordinate collaborative outreach and recruiting initiatives with representatives of the IC Elements in order to attract, develop and retain a well-qualified and diverse IC workforce. Lead efforts to build relationships and strengthen partnerships between the IC and entities such as "heritage communities," academia, and professional associations. Advance IC-wide approaches to develop IC enterprise recruiting strategies and initiatives, promote cost-effective recruiting partnerships, and develop common business practices and processes for recruiting.

Collaborate with ODNI EEOD to ensure human capital programs embraces diversity initiatives in developing strategies, policies and regulations that govern how IC agencies attract, recruit and hire new employees.

Lead and manage the development, coordination, execution, and evaluation of IC-wide policies, programs, strategies, and reporting requirements to realize the objectives of the IC Civilian Joint Duty Program.

Provide oversight of human capital programs managed by other IC Elements that have been designated by the DNI as service providers for the entire IC.

Facilitate program planning and evaluation to include accountability measures and metrics in accordance with ODNI and IC program plans and strategies.

DUTIES:



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Technical Qualifications (TQs) Required:

Expert knowledge of federal and/or IC human resources policies and practices.

Knowledge of or experience in Congressional affairs and outreach and recruitment initiatives.

Superior ability to plan, design, develop and implement innovative HR strategies and solutions in large, complex organizations. .

Excellent communication skills, both written and oral, and demonstrated ability to produce clear, logical, and concise products.

Outstanding interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment.

Excellent analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.

HOW YOU WILL BE EVALUATED:

You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

BENEFITS:

Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- Health Care Flexible Spending Accounts

OTHER INFORMATION:

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

HOW TO APPLY:

HOW TO APPLY (PERMANENT-INTERNAL APPLICANTS)

Permanent-Internal: Only those who are currently cadre ODNI employees are eligible to apply. Permanent-internal status does NOT include Staff Reserve employees.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:

- RESUME** -- All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name; address; telephone number; and email address.
- TQ's (Technical Qualifications)** -- Applicants must provide a detailed supplemental narrative statement addressing each required Technical Qualification (TQ) listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.
- Reference the vacancy number you are applying to in the subject line and on each document submitted.
- PERFORMANCE EVALUATIONS** – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- NOTE – OUR EMAIL ADDRESS HAS CHANGED** -- Applications should be sent to either DNI-MSD-HR-RR (lotus notes; classified system) or recruitment@dni.gov. All attachments should be in Word or PDF format.

Your application **MUST** be received by the closing date of the announcement. Applications received after the close date will **NOT** be eligible for consideration.

Applications should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**; you may call (703) 275-3663.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received; applicants will **ONLY** be contacted if they have been selected for an interview.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

HOW TO APPLY (DETAILEE APPLICANTS)

DETAILEE: A Detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received; applicants will **ONLY** be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:

ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.